

Job Description

Missouri State Highway Patrol

Class Title: Chief Driver Examiner

Title Code: V07600

Effective Date: 04/25/96

Date Reviewed: 01/12/06 hrd

Date Revised: 02/06/07 hrd

Immediate Supervisor: Chief Driver Examiner

Position Supervised: Driver Examiner Supervisors

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Chief Examiner has the responsibility of coordinating the activities of the Driver Examination offices in Troop Headquarters. An employee in this position interacts with coworkers, subordinates and the public on a daily basis reference all facets of the driver examination program. The employee may also be reassigned or transferred from one examination site or CDL test site to another as needed within a troop. Work is performed under general administrative direction and is reviewed for conformance with prescribed policies and procedures for attainment of objectives.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in position of this class.)

Reviews work schedules and/or assigns subordinate work activities to obtain maximum efficiency, coordination, coverage, availability, and to accommodate the workload.

Supervises the administration of written, visual, oral, and driving tests.

Answers questions via telephone, in person, or correspondence concerning the driver examination program.

Conducts driving license and CDL examination, as required.

Coordinates and schedules locations for written examinations, vision tests, etc.

Surveys and selects courses for road testing.

Acts as liaison between the troop, GHQ Driver Examination Division, Department of Revenue, etc.

Studies all laws, rules, regulation, and changes in the Driver Examination Program and updates subordinates of any new or revised rules and regulations.

Assists the Driver Examination Division as an instructor in the training of driver examination personnel.

Assists the Driver Examination Division by serving on the Driver Examination Committee, as needed.

Investigates complaints and answers inquiries of citizens relating to driver examination activities.

Presents programs to driver education classes; attends meetings; serves on committees (including the Driver Examination Committee which recommends rules and regulations for the administration of the driver examination program).

Performs a variety of administrative duties (e.g., maintains employee time records; approves/disapproves leave requests; reviews Department of Revenue forms, Driver Condition Reports, and other related forms for accuracy; approves and forwards expense reports; conducts performance evaluations; and handles personnel problems associated with subordinates in the driver examination divisions).

Requisitions and delivers supplies and equipment as needed to ensure adequate levels are maintained. Evaluates equipment and facilities used by examiners, including Patrol vehicles, for compliance and upkeep.

Ensures each subordinate has and maintains an up-to-date Driver Examination Procedures Manual.

Evaluates subordinate's work performance, provides guidance and counseling as necessary; ensures new personnel are properly trained; checks the work of all subordinates periodically to check for scoring uniformity.

Administers road examination to applicants for all classes of drivers' licenses; explains improper actions to applicants during the examination and codes applications according to examination results. Road examinations require the examiner to ride in all types of vehicles including but not limited to tractor-trailers, large trucks, buses, vans, cars, etc.

Assumes the responsibilities in the absence of the driver examination supervisor (sergeant/corporal), if applicable.

Prepares daily and monthly reports reference type and total examinations administered in the Troop.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods and procedures used in administering driver license examinations.

Knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the driver examination program.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to conduct driver license examinations in accordance with prescribed regulations.

Ability to transport and assemble testing equipment.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to effectively plan, organize, train, and direct the work of others.

Ability to deal tactfully and courteously with the public and to resolve differences which may arise between the public and a subordinate.

Ability to review reports for completeness, clarity, accuracy, and legibility.

Ability to establish and maintain effective working relations with others.

Ability to perform job-related travel, as needed.

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or examination (road) tests.

Ability to draft correspondence and reports after conducting research necessary to prepare them.

Ability to communicate effectively.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least one year as a Driver Examiner Supervisor or as a CDL Examination Auditor.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid driver's license.

Successfully complete the department's management course within a period not to exceed one year after becoming the Chief Driver Examiner.